

## Exhibit E – Dairy Creek Golf Course Facility Maintenance Schedule

### Daily

- Maintain a clean safe environment for customers and staff.
- Inspect clubhouse flatwork, deck, cart wash area, and starter shack area. Sweep sidewalks, pick up litter, cigarette butts, and remove weeds.
- Inspect restrooms three times per day for toilet paper, paper towels, trash removal, and tidying toilet, urinal, and sink areas.
- Sweep and mop kitchen and food storage floors including under line equipment.
- Thoroughly clean and disinfect food prep areas and kitchen surfaces.
- Thoroughly clean and disinfect restrooms. Includes refilling paper products, trash removal, sanitizing urinals, toilets, and sinks, cleaning mirrors and partitions, and mopping floors.
- Vacuum all carpeted areas in pro shop, locker rooms/restrooms, offices, lobby, and bar areas. Vacuum dining room after each use.

### Weekly

- Monitor all appliances, light fixtures, and outlets. If defects are noted, make repairs within two weeks.
- Dust the entire interior of the facility including window sills, counter tops, fixtures, cabinets, and light fixtures, and furniture.
- Clean grease build up from kitchen exhaust hood.
- Clean Fryers and filter shortening.
- Clean POS equipment and phones.
- Sweep golf car storage area.
- Fill all golf car batteries with water to appropriate levels.

### Bi-Weekly

- Inspect wall, door, and trim surfaces, and spot clean as needed.
- Mop tile and vinyl flooring in foyer, bar, and dining facilities.

### Monthly

- Inspect facility carpets and schedule/perform deep cleaning as needed.
- Thoroughly clean grills, ovens, refrigeration units, and other kitchen appliances.
- Wash windows and window screens including wind glass on the deck.
- Clean and detail all rental golf cars.

### Quarterly

- Apply touch up paint to chips throughout the facility.
- Inspect roof top grease exhaust system and clean as necessary.
- Inspect and clean front awning of clubhouse.
- Inspect exterior for cobwebs, bird nests, wasp nest, dry rot, chipped paint, etc. Clean as necessary and make repairs within 2 weeks. If repairs are significant discuss action with golf superintendent.
- Scrub bathroom tiles walls and partitions.
- Clean all vents and cold air returns vents.

Semi-Annually

- Inspect and discharge all golf car batteries
- Steam clean kitchen floors, kitchen exhaust hood, and floor drains.
- Pump and clean grease from underground interceptor.

Annually

- Pressure wash exterior of building.
- Paint all hand railings and gates surrounding clubhouse areas.